

MINUTES OF BOARD OF TRUSTEES: September 19, 2023
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:30 p.m. Bale indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

Trustees present: Mark Bale (President) (via Zoom)
Tony Nelson (Treasurer)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent:

Also present: Mitch Hanson, Administrator (via Zoom)
Taylor Moore, Finance Director

Item #1. Opportunity for public to speak. No public present.

Item #2. Approve August 2023 Financial Statement. Motion by Adams, second by Wolfram to approve the August 2023 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve August 2023 Invoices. Motion by Peterson, second by Nelson to approve the August 2023 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve August 15th, 2023 Board Meeting Minutes. Motion by Nelson, second by Adams to approve the August 15th, 2023 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project – Pay Request #6 \$778,060.02. Hanson noted that due to a delay on some VFD drives, the project end date could be pushed back due to these delays. Motion by Peterson, second by Adams to approve the Infrastructure Upgrade Project Pay Request #6 in the amount of \$778,060.02. Motion carried, all Trustees present voting 'aye'.

Item #6. Lift Station SCADA Improvement Project – Pay Request #8 \$1,931.00. Motion by Nelson, second by Peterson to approve the Lift Station SCADA Improvement Project Pay Request #8 in the amount of \$1,931.00. Motion carried, all Trustees present voting 'aye'.

Item #7. Tertiary SCADA Improvement Project – Pay Request #6 \$9,200.39. Motion by Peterson, second by Nelson to approve the Tertiary SCADA Improvement Project Pay Request #6 in the amount of \$9,200.39. Motion carried, all Trustees present voting 'aye'.

Item #8. Jet Truck Additional Options Quote. Hanson stated that the additional add-on options for the jet truck was approved via email in the amount of \$17,005.00 and needed to be approved formally. Motion by Adams, second by Nelson to approve the add-on options for the jet truck in the amount of \$17,005.00. Motion carried, all Trustees present voting 'aye'.

Item #9. Lab Construction Upgrade Project.

- Resolution 23-10. A Resolution approving Contract, Bonds and Insurance Coverage for the Lab Construction Upgrade Project. Motion by Nelson, second by Wolfram to approve Resolution 23-10, awarding the contract to Countryside Builders in the amount of

\$98,939.12. President Bale called roll with the following results: Nelson, 'aye'; Peterson, 'aye'; Adams, 'aye'; Wolfram, 'aye'; and Bale, 'aye'. Motion carried.

Item #10. Amendment to Ordinance #7. Sewer Rate Increase. Bale noted that the increase is a five percent increase to consumption charges and a two dollar increase to the base rate for repayment of the Sewer Revenue Financing. Motion by Nelson, second by Adams to approve the first reading of the Amendment to Ordinance #7. Motion carried, all Trustees present voting 'aye'.

Motion by Peterson, second by Wolfram to waive the second and third readings of the Amendment to Ordinance #7. Motion carried, all Trustees present voting 'aye'.

Item #11. Health Insurance Renewal. Hanson said the health insurance premium increase came in at 13%, and the District budgeted for 12%. Motion by Nelson, second by Peterson to renew the HDHP Bronze Plan through Wellmark Blue Cross Blue Shield. Motion carried, all Trustees present voting 'aye'.

Item #12. Certificates of Deposit. Moore stated that the CDs approved via email last month needed to be formally approved. Motion by Nelson, second by Wolfram to approve a three-month CD in the amount of \$100,000 and a six-month CD in the amount of \$300,000, both with Manufacturer's Bank & Trust. Motion carried, all Trustees present voting 'aye'.

Bale added that there were \$1.25 million worth of GO fund CDs coming due at the end of the week and Moore had quotes for reinvestment. Motion by Nelson, second by Adams to approve a six-month CD in the amount of \$1,000,000 with Farmer's State Bank and a nine-month CD in the amount of \$1,250,000 with Manufacturer's Bank & Trust. Motion carried, all Trustees present voting 'aye'.

Item #13. Unfinished Business. No unfinished business to be discussed.

Item #14. Administrator's report. Hanson stated that the outstanding insurance claims that have been filed are still pending. Moore reported that due to a whitewashing check fraud, the District has had funds stolen from them. A police report has been filed and Moore is working with Clear Lake Bank to attempt to get the money back. Moore added that additional procedures and securities with the bank have been put into place to avoid further issues.

Item #15. Trustee's Report. Bale mentioned that employee meetings need to be scheduled prior to next meeting.

There being no further business to discuss, motion by Nelson, second by Adams to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:45 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 19, 2023

Check #	Date	Vendor Name	Amount	Description
EFT	08/23/23	NET PAYROLL	20,290.13	08/23/23 NET PAYROLL
EFT	08/23/23	FEDERAL W/H	7,003.46	08/23/23 FEDERAL WITHHOLDING
EFT	08/23/23	IPERS W/H	9,076.28	08/23/23 IPERS WITHHOLDING

EFT	08/23/23	IA DEPT. REV.	2,450.31	08/23/23 STATE W/H
EFT	08/30/23	CLB&T	93.13	DEPOSIT SLIP ORDER
EFT	09/06/23	NET PAYROLL	21,742.43	09/06/23 NET PAYROLL
EFT	09/06/23	FEDERAL W/H	7,470.84	09/06/23 FEDERAL WITHHOLDING
EFT	09/08/23	POSTMASTER	1,839.05	SEPT BILL MAILING
EFT	09/12/23	IA DEPT. REV.	1,290.79	AUG '23 SALES TAX
26774	08/23/23	ALLIANT ENERGY	16,623.50	ELECTRIC/GAS
26775	08/23/23	GLEN'S TIRE SERVICE	37.50	MOWER TIRE REPAIR
26776	08/23/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26777	08/23/23	SPILMAN, DENNIS	1,924.01	2023 DEDUCTIBLE REIMBURSEMENT
26778	08/23/23	WELLMARK BCBS	17,243.62	HEALTH & DENTAL INSURANCE PREMIUMS
26779	08/23/23	ADVANCE NETWORKING SERVICES	525.00	PC CROWDSTRIKE SETUP
26780	08/23/23	FEDERAL EXPRESS	18.12	SHIPPING CHARGES
26781	08/23/23	DEZURIK, INC.	597.47	BLDG 30 PARTS
26782	08/23/23	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26783	08/23/23	MASON CITY RED POWER	50.25	SKID LOADER PAINT
26784	08/23/23	CARDMEMBER SERVICES	(2,953.00)	HACH - BLDG 30 SAMPLER RETURN CREDIT
26784	08/23/23	CARDMEMBER SERVICES	109.70	ACE HARDWARE - SHOP SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	452.07	CLTEL - PHONE/INTERNET SERVICE
26784	08/23/23	CARDMEMBER SERVICES	251.80	THERMOWORKS - LAB THERMOMETER CALIBRATION
26784	08/23/23	CARDMEMBER SERVICES	67.93	ACE HARDWARE - SHOP SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	3,266.00	HACH - BLDG 30 SAMPLER REFRIGERATOR
26784	08/23/23	CARDMEMBER SERVICES	446.95	AMAZON - OFFICE/PLANT/LAB SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	756.08	HACH - LAB SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	6.35	MICROSOFT - AZURE BACKUP FEES
26784	08/23/23	CARDMEMBER SERVICES	69.73	ACE HARDWARE - SHOP SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	333.95	HACH - LAB SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	253.28	ULINE - PLANT SUPPLIES
26784	08/23/23	CARDMEMBER SERVICES	1,400.00	HACH - SBR SENSOR CAPS
26785	08/23/23	CULVER-HAHN ELECTRIC	199.86	SHOP/THICKENER ROOM LIGHTS
26786	08/23/23	SIOUX VALLEY ENVIRONMENTAL	3,172.50	ACRYLIC POLYMER
26787	08/23/23	SAM, LLC	2,400.00	ANNUAL GIS WEB HOSTING FEE
26788	08/23/23	CHOSEN VALLEY TESTING, INC.	1,797.50	INFRASTRUCTURE UPGRADE PROJECT CONCRETE TEST.
26789	08/23/23	MERCYONE OCCUPATIONAL HEALTH	162.00	EMPLOYEE SCREENINGS
26790	08/23/23	ATURA ARCHITECTURE	1,750.00	LAB REMODEL BIDDING
26791	08/25/23	CASE, MICHELLE	1,060.15	2023 DEDUCTIBLE REIMBURSEMENT
26792	08/25/23	MB&T	400,000.00	CD PURCHASES
26793	09/05/23	IOWA ONE CALL	57.70	LOCATE CHARGES
26794	09/05/23	AVESIS	206.15	VISION INSURANCE PREMIUMS
26795	09/05/23	PUEGGEL, GRANT	109.41	UNIFORM/TRAVEL EXPENSE REIMBURSEMENTS
26796	09/05/23	MOORE, ANGIE	350.00	AUG CLEANING SERVICES
26797	09/05/23	CONSOLIDATED ENERGY	2,225.35	GAS/DIESEL
26798	09/05/23	CULVER-HAHN ELECTRIC	199.86	SHOP/THICKENER ROOM LIGHTS
26799	09/05/23	NIACOG	945.00	OSHA TRAINING DUES
26800	09/05/23	NORTHWOOD SANITATION, LLC	175.00	WASTE DISPOSAL SERVICE
26801	09/13/23	ALLIANT ENERGY	16,962.28	ELECTRIC/GAS
26802	09/13/23	STATE HYGENIC LABS	804.00	LAB TESTING
26803	09/13/23	MARCO, INC.	74.93	SEPT COPIER MAINTENANCE FEE
26804	09/13/23	FEDERAL EXPRESS	125.67	LAB SHIPPING
26805	09/13/23	PUEGGEL, GRANT	339.73	2023 DEDUCTIBLE REIMBURSEMENT
26806	09/13/23	SPRINGBROOK LLC	652.65	WEB HOSTING/CREDIT CARD FEES
26807	09/13/23	HANSON, MITCHELL	400.00	REIMBURSEMENT - STOVE/MICROWAVE
26808	09/13/23	LISA'S PEST CONTROL	45.00	AUG PEST CONTROL SERVICE
			<u>547,565.40</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of September 19, 2023**

Check #	Date	Vendor Name	Amount	Description
---------	------	-------------	--------	-------------

PENDING	9/19/23	ALLIANT ENERGY	721.07	ELECTRIC/GAS
PENDING	9/19/23	BOLTON & MENK	25,946.13	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	9/19/23	CHOSEN VALLEY TESTING, INC.	2,642.50	INFRAST. UPGRADE PROJ. CONCRETE TESTING
PENDING	9/19/23	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	9/19/23	EUROFINS TESTING	4,122.50	LAB TESTING
PENDING	9/19/23	FASTENAL	544.46	PLANT SUPPLIES
PENDING	9/19/23	GOODNATURE WORK STOP	359.93	EMPLOYEE BOOTS/UNIFORMS
PENDING	9/19/23	GURNEY & ASSOCIATES	2,669.92	VEGA RADAR UNITS - LS#4 & LS#9
PENDING	9/19/23	INTERSTATE ALL BATTERY CENTER	46.80	SWITCH GEAR BATTERIES
PENDING	9/19/23	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
PENDING	9/19/23	LANDFILL OF NORTH IOWA	138.75	WASTE/GRIT DISPOSAL
PENDING	9/19/23	LARSEN PLUMBING & HEATING, INC.	192.57	ADMIN BLDG BOILER FILTER BAGS
PENDING	9/19/23	MID-AMERICA PUBLISHING CORP	570.12	PUBLICATIONS/ADVERTISEMENT
PENDING	9/19/23	NAPA	69.97	FURNACE BELTS/SUPPLIES
PENDING	9/19/23	ROCK RENTAL	13,750.00	JET TRUCK RENTAL
PENDING	9/19/23	GHV COMMUNITY SCHOOLS	7.98	REFUND
PENDING	9/19/23	RANKIN, JACK	8.89	REFUND
PENDING	9/19/23	SIMON, ARNOLD	2.00	REFUND
			<u>53,137.31</u>	